HRMS and Banner Integration

Presented By:
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September 21, 2006 11:10 – 12:00

Scarbrough Ballroom 3/4

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Session Etiquette

- Please turn your cell phone/pager off.
- If you must leave this session early, please sit at the back of the room and do so quietly.
- Please avoid side conversation during this session.

Thank you for your cooperation!

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Topics For Discussion

- HRMS
  - G/L Interface - BORIF01
    - Work Study
    - Retirees
  - Benefits Billing Interface – BORIF26
    - COBRA participants

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Topics For Discussion

- Banner
  - College Work Study Interface
    - Background
    - Set Up
    - Awarding & Authorizations
    - Requesting & Moving Files
    - Loading & Updating College Work Study

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Topics For Discussion

- Banner (continued)
  - Non-Student Receivables
    - Background
    - Set Up
    - Requesting & Moving Files
    - Loading Charges
    - Verifying Charges
- OIIT Resources
- Questions?

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HRMS College Work Study

- In December 2005, PeopleSoft HRMS Release 3.15 included an enhancement to the General Ledger Interface (BORIF01) to produce a new output file to be used with the Banner college Work Study Interface provided in GA Enhancements Version 6.9.
- The new output file (FWSXXX.txt, where XXX = Pay Run ID) is produced in the same format as the GJP file and contains information for work study students only (where ACCOUNT begins with '723') .
- The GJP file includes the work study student information for financial reporting. Before the modification, the college work study information was extracted from the GJP file.

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Retirees

- All retirees are placed in one multi-incumbent position in the RET pay group.
- The retiree's compensation rate is set to $0, but their Annual Base Benefits Rate should reflect the correct rate so that Supplemental Life deductions are calculated correctly.
- Retirees are placed in a retirement benefit program and enrolled in the correct after-tax benefit plans for Health, Life, Supplemental Life and Dependent Life.
- Additional Pay records are set up for each retiree to offset the employee portion of deductions for which retirees should be billed.
- Retirees do not receive checks in PeopleSoft, rather this payroll process is designed to produce Liability transactions and A/R transactions that may be processed and interfaced separately or along with other pay groups.

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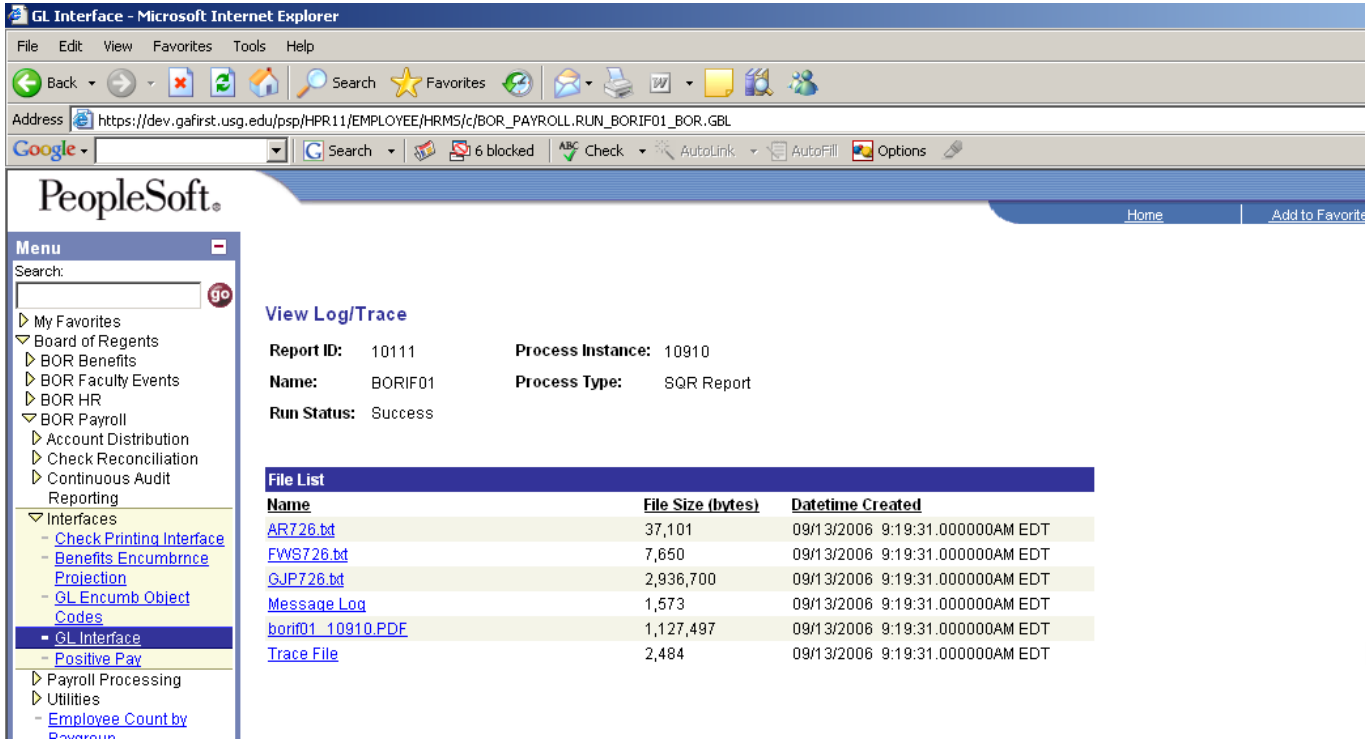
BORIF01



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G/L Trace File

Total Records Written to FWS726 = 34.000000
Total Net Pay = 168996.670000
Total Earnings = 1948858.520000
Total Taxes = -396164.740000
Total Deductions = -236854.560000
****

PS Total Check Net Pay = 168996.670000
GL Total Check Net Pay = 168996.670000
Check Difference = 0.000000

PS Total Advice Net Pay = 1165842.050000
GL Total Advice Net Pay = 1165842.050000
Advice Difference = 0.000000

****
Total Records Written = 13052.000000

Total Checks = 701.000000
Total Advices = 658.000000

****
HPR1110910*** BORIF01 Ver 3.19 End: 09:19:31_AM

Error messages listed below are being deleted from the pay_message table:

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COBRA

PeopleSoft HRMS identifies employees who have experienced HR actions or status changes that may qualify them for Cobra coverage.

Qualifying Event	Trigger
Termination	Employee Status changes to *Terminated* or *Suspended*
Reduction in Hours	Decrease in Standard hours reflected in Job Data change
Death of Employee	Employee status changes to *Deceased*
Divorce	Marital status changes to *Divorced;* Spouse becomes ex-spouse
Overage Dependent	No user action. Age of dependent exceeds maximum, or student status changes.
Marriage of Dependent	Dependent marital status changes to *Married.*
Retirement	Employee status changes to *Retired*
Military Leave	*Leave of Absence* (Action) + *Military Leave* (Reason)
Medicare Entitlement	Medicare entitlement date is entered

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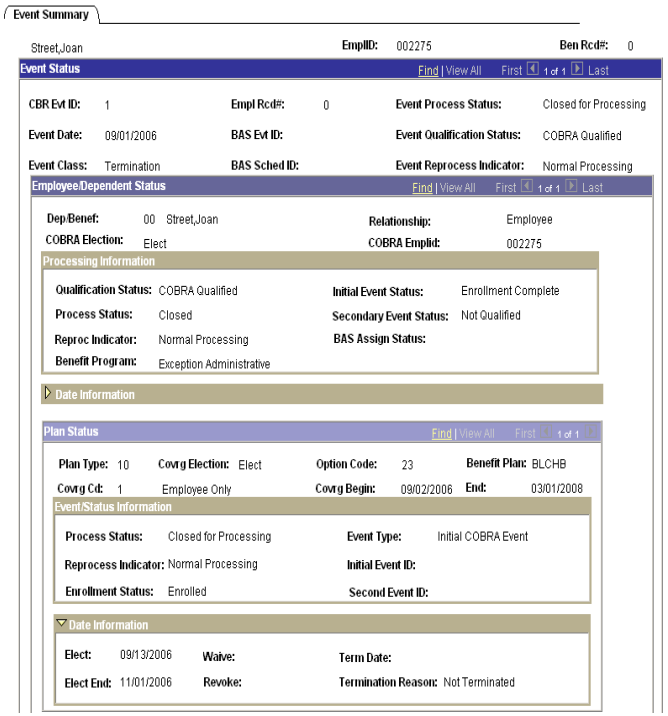
COBRA

When a COBRA activity is triggered, the PeopleSoft COBRA process:

- Identifies eligible beneficiaries and options
- Creates COBRA Notification letters and election forms
- Validates COBRA elections
- Determines whether the event is Qualified
- Establishes Benefits Billing Enrollments for COBRA participants whose enrollment is complete



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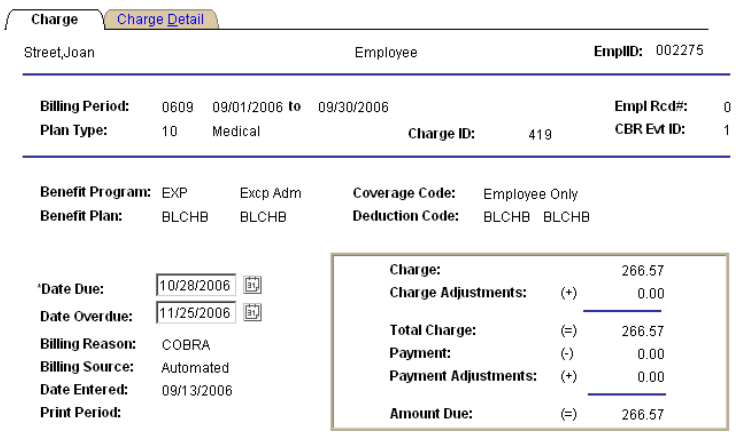
Benefits Billing

PeopleSoft benefits billing calculation (PSBIRUN) computes charges for all enrolled Cobra participants.

- The **Bill Process Date** (Date Entered) is the date that the charges are produced by the benefits billing calculation.

- In order for the Bill Process Date to be in the same month as the Posting Date, the Billing Calculation must be run before the end of the month.

- Participants who have active Cobra enrollment records *as of the last day of a month* are billed 102% of the total rate (employee + employer portion) for their Benefit Plan/Coverage Code. Charges are not prorated for partial months.



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Benefits Billing Interface (BORIF26)

- To Report all charges once, and only once, the interface includes all charges with a **Bill Process Date** within the designated Bill Period.
- In order for the Bill Process Date to be in the same month as the Posting Date, the Billing Calculation (PSBIRUN) must be run before the end of the month.

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Benefits Billing Interface (BORIF26)

- Three files are created by BORIF26
  - BBARYYMM – A/R Interface file
  - BBGLYYMM – G/L Interface file
  - BORIF26.pdf - Benefits Billing/General Ledger interface Records List
- Both the BBAR and the BBGL files contain a line showing each plan and the 2% Cobra Fee for each participant.
- Additionally, the sqr log indicates the number of records read and written in the process

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College Work Study Interface

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College Work Study Interface

- Background
  - Prior to this interface institutions were required to manually enter college work study payroll information into Banner. This interface allows the use of a flat file to automatically update Banner with college work study payroll information.

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College Work Study Interface

- Set Up
  - RTVAUST
    - Establish authorization codes.
  - RJRJREQ
    - Establish job skills.
  - RJRJOBT
    - Associate job titles and descriptions to the appropriate pay rates.

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College Work Study Interface

- Set Up (continued)
  - RJAPLBD
    - Enter name and address information for student employment locations.
  - RJRPLRL
    - Build job placement rules.
  - RJRSEDR
    - Build employment default rules.

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College Work Study Interface

- Awarding and Authorizations
  - RPAAWRD
    - Create award record for students eligible to receive college work study funds.
  - RJASEAR
    - Enter employment authorization records

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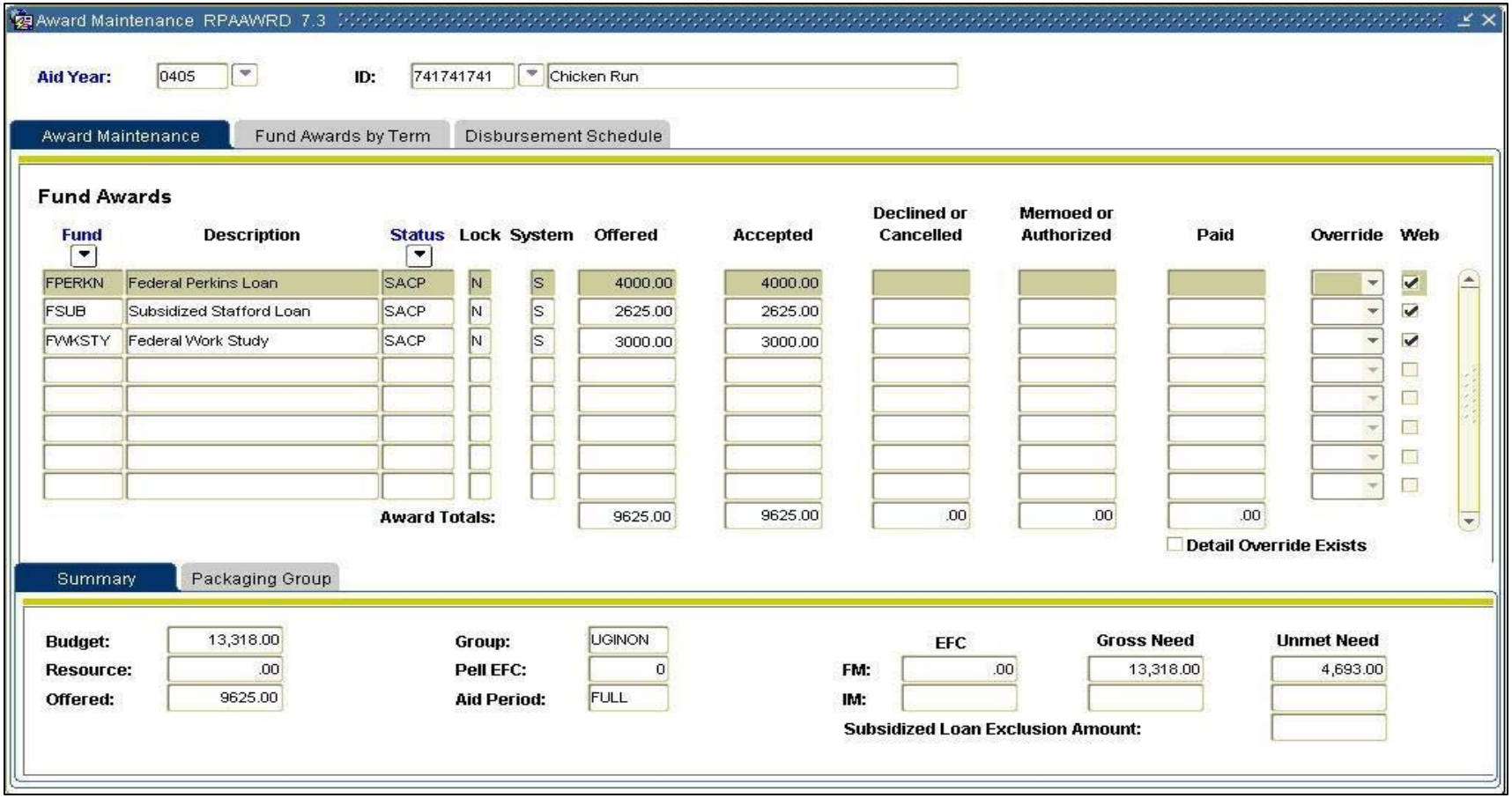
College Work Study Interface



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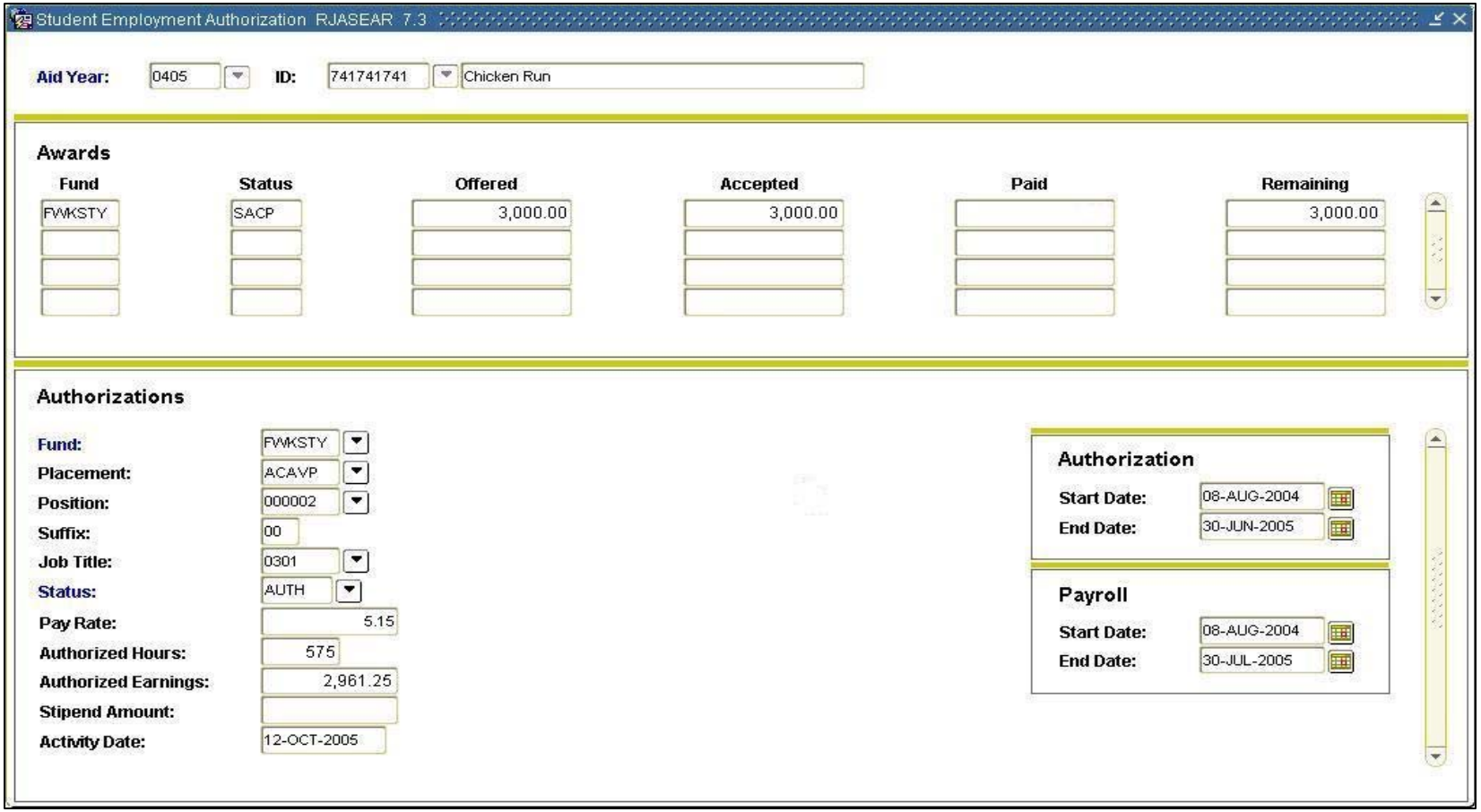
College Work Study Interface



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College Work Study Interface

- Requesting and Moving Files
  - FWSxxx files are requested from HRMS payroll following college work study payroll periods.
  - The FWSxxx file is moved to the $DATA_HOME/finaid directory for the load process to read.

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College Work Study Interface

- Loading and Updating College Work Study
  - ZRPWST1
    - Used to load records into the temporary table for processing from the FWSxxx flat file.
    - Provides an error report.
    - All errors should be corrected before proceeding to the update process.

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College Work Study Interface

```
* * * * * * * ZRPWST1 * * * * * * *
          version  7.0


Run began on 08-Sep-05 at 11:30:48
-----------------------------------

********** Run parameters **********

File Name :  FWS715.TXT

Aid Year  :  0405

Term Code :  200408

Fund Code :  FWKSTY


-----------------------------------

Work Study Records Without ERRORS  : 2

Work Study Records With ERRORS     : 0

Total Work Study Records           : 2


Total of Work Study Payroll including errors:       392.15

Run ended on 08-Sep-05 at 11:30:48
```

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College Work Study Interface

- Loading and Updating College Work Study (continued)
  - ZRPWST2
    - Updates the Award and Employment records in Banner Financial Aid.
    - Updates RPAAWRD with amount paid to student during pay period.
    - Updates the RJASEAR authorization record.

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College Work Study Interface

Page: 1

Work Study Report of Students Processed

ID	Name	Term Code	DATE	Amt Paid	Pay Rate	Hours	Semester Balance	Total Remaining	Fund
741741741	Run, Chicken	200408	20030930	212.25	5.15	41.21	1075.50	2575.50	FWKSTY
987654321	Marshall, Bradlee Te	200408	20030930	180.50	5.15	35.05	1319.50	2819.50	FWKSTY

* * * * * * * ZRPWST2 * * * * * * *
version 7.0

Run began on 17-Nov-03 at 10:21:57

********** Run parameters **********

Aid Year : 0405

Process Code : U

Override : N

Total Amount Processed : 392.75

Total Records Processed : 2

Run ended on 17-Nov-03 at 10:21:57

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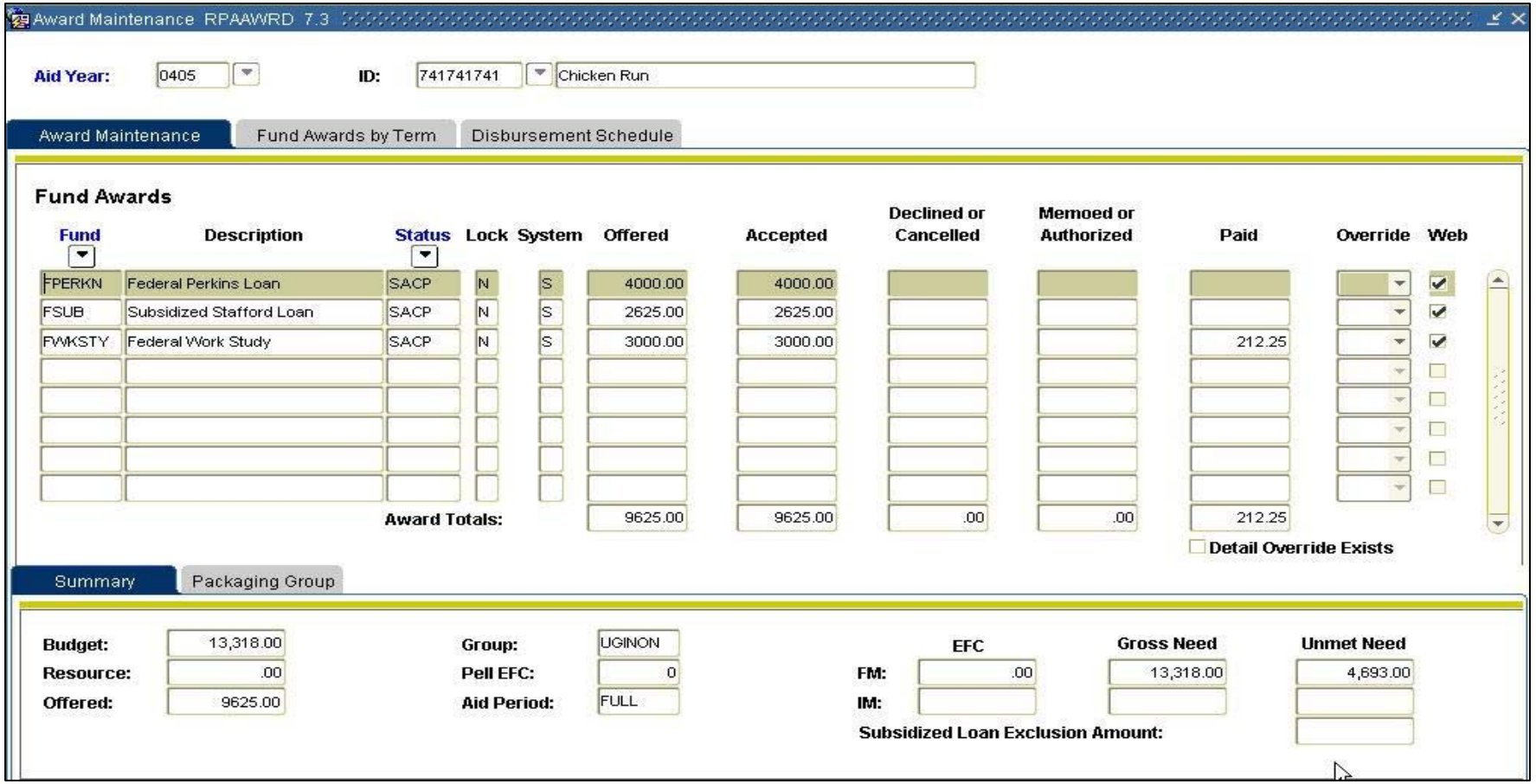
College Work Study Interface



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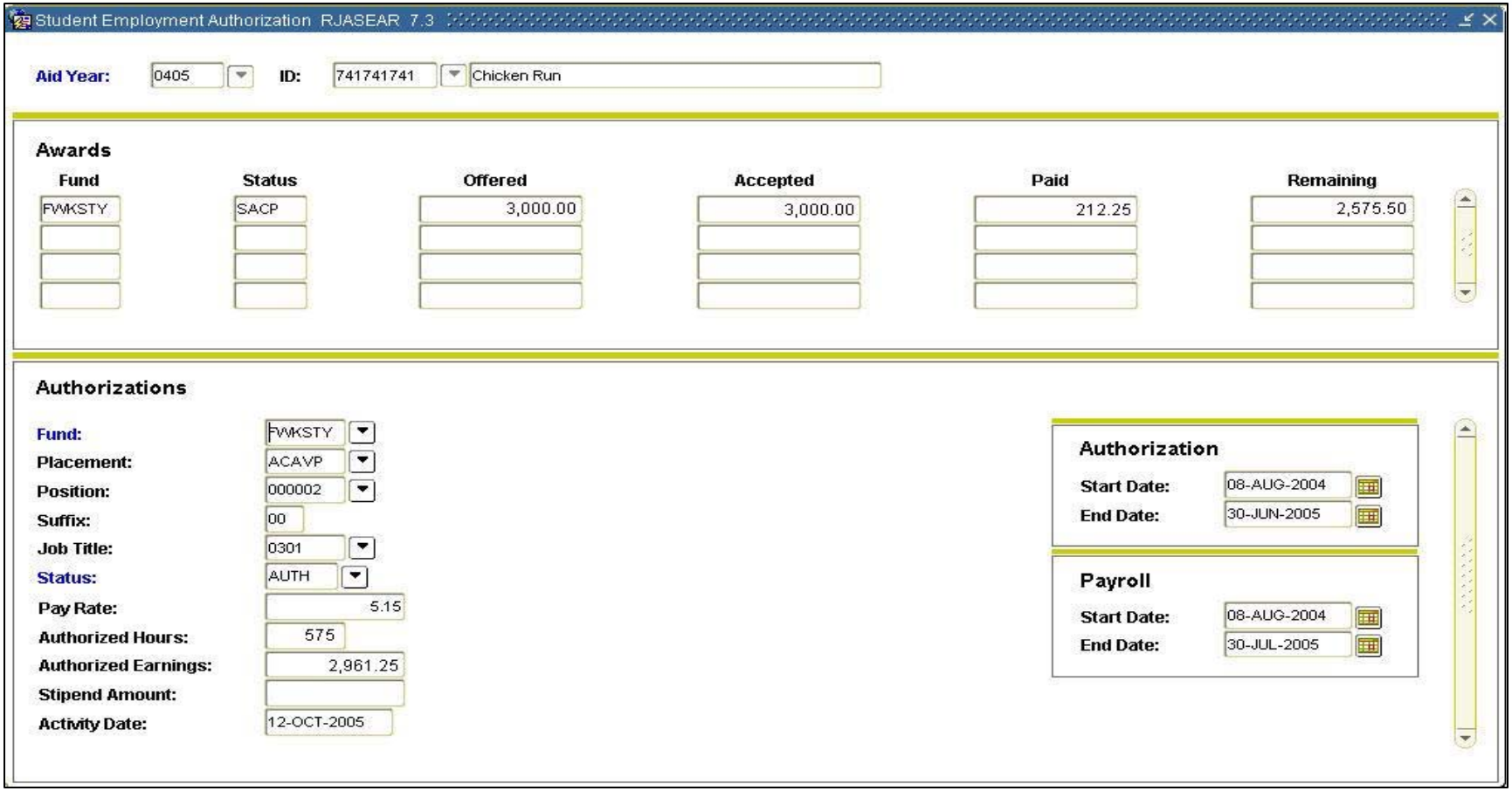
College Work Study Interface



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College Work Study Interface

- Loading and Updating College Work Study (continued)
  - ZRPWSTD
    - Provides a list of the remaining balance a student can be paid for college work study.

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College Work Study Interface

```
                Page:  1
                        Work Study Report of Students
                                Fund Code :   FWKSTY

Students with * have balances of $100 or less
-----------------------------------------------------------------------------------------
ID          Name                          Amount            Amount    Act    Work  Lock
                                         Accepted           Paid            Dept.  Ind
---------   -----------------           ----------         ---------  ----   -----  ---
741741741   Run, Chicken                 1,500.00          212.25      Y     ACAVP   N
987654321   Marshall, Bradlee Te         1,500.00          180.50      Y     BUSOFF  N

* * * * * * * ZRRWSTD * * * * * * *
          version   7.0

Run began on 17-Nov-03 at 10:24:55
-----------------------------------------

********** Run parameters **********

Aid Year  :              0405
Begin Term Code :        200405
End Term Code :          200408
Fund Code :              FWKSTY

-----------------------------------------

Total records PRINTED     : 2

Run ended on 17-Nov-03 at 10:24:55^L
* * * * * * * ZRRWSTD * * * * * * *
          version     7.0

Run began on 17-Nov-03 at 10:24:55
-----------------------------------------

********** Run parameters **********

Aid Year  :              0405
Begin Term Code :        200405
End Term Code :          200408
Fund Code :              FWKSTY

-----------------------------------------

Run ended on 17-Nov-03 at 10:24:55
```

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Non-Student Receivables

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Non-Student Receivables

- Background
  - According to a memo from Bill Bowes, all accounts receivable will be stored and processed from one source, Banner.

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Non-Student Receivables

- Set Up
  - ZSADETC
    - Create two charge type detail codes. One detail code will be used for Retiree charges and the other will be used for COBRA charges
  - GTVSDAX
    - Build one rule for each detail code. The Internal Code will be ARCOBR and ARRETR. The Internal Group Code is SOLE RECEIPTING. The external code is the detail code built in ZSADETC.

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Non-Student Receivables

- Requesting and Moving Files
  - The BBARxxx and ARxxx files are requested from HRMS each month.
  - These must be located in the $DATA_HOME/arsys directory for the process to read the files.

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Non-Student Receivables

- Loading Charges
  - ZGRARLD
    - Executed for one file at a time.
    - Verifies individuals exist in Banner.
    - All or nothing process.
    - Creates charges in TBRACCD for each individual.
    - Creates a cashier session for the charges.

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Non-Student Receivables

* * * CONTROL REPORT * * *

Parameter Description	Parameter Value(s)
Audit/Update Mode	U

01-28-2005 09:21:57 OIIT Common Test DB PAGE: 1
Run No. 536226 PeopleSoft HRMS AR Load Process ZGRARLD 7.0

ID	Name	Detail Code	Description	Amount
123456789	Potter, Harry	RETR	Dependent Life	2.35
123456789	Potter, Harry	RETR	PPO After Tax	74.22
123456789	Potter, Harry	RETR	Regents Dental	30.78
234567891	Granger, Hermine	RETR	Dependent Life	2.35
234567891	Granger, Hermine	RETR	Regents Life	11.70
234567891	Granger, Hermine	RETR	Regents Dental	65.92
234567891	Granger, Hermine	RETR	Regents Health	209.58
345678912	Malfoy, Draco	RETR	PPO After Tax	129.88
456789123	Riddle, Tom	RETR	Regents Dental	30.78
456789123	Riddle, Tom	RETR	Regents Life	23.25
567891234	Weasley, Ronald	RETR	PPO After Tax	37.12
567891234	Weasley, Ronald	RETR	Regents Dental	30.78
567891234	Weasley, Ronald	RETR	Regents Life	23.25

Number of Created Records: 13

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Non-Student Receivables

- Verifying Charges
  - TFADETL
    - Query based on individual ID number.
    - No term code associated with the charge.
    - Description from file loaded into description in form/table.

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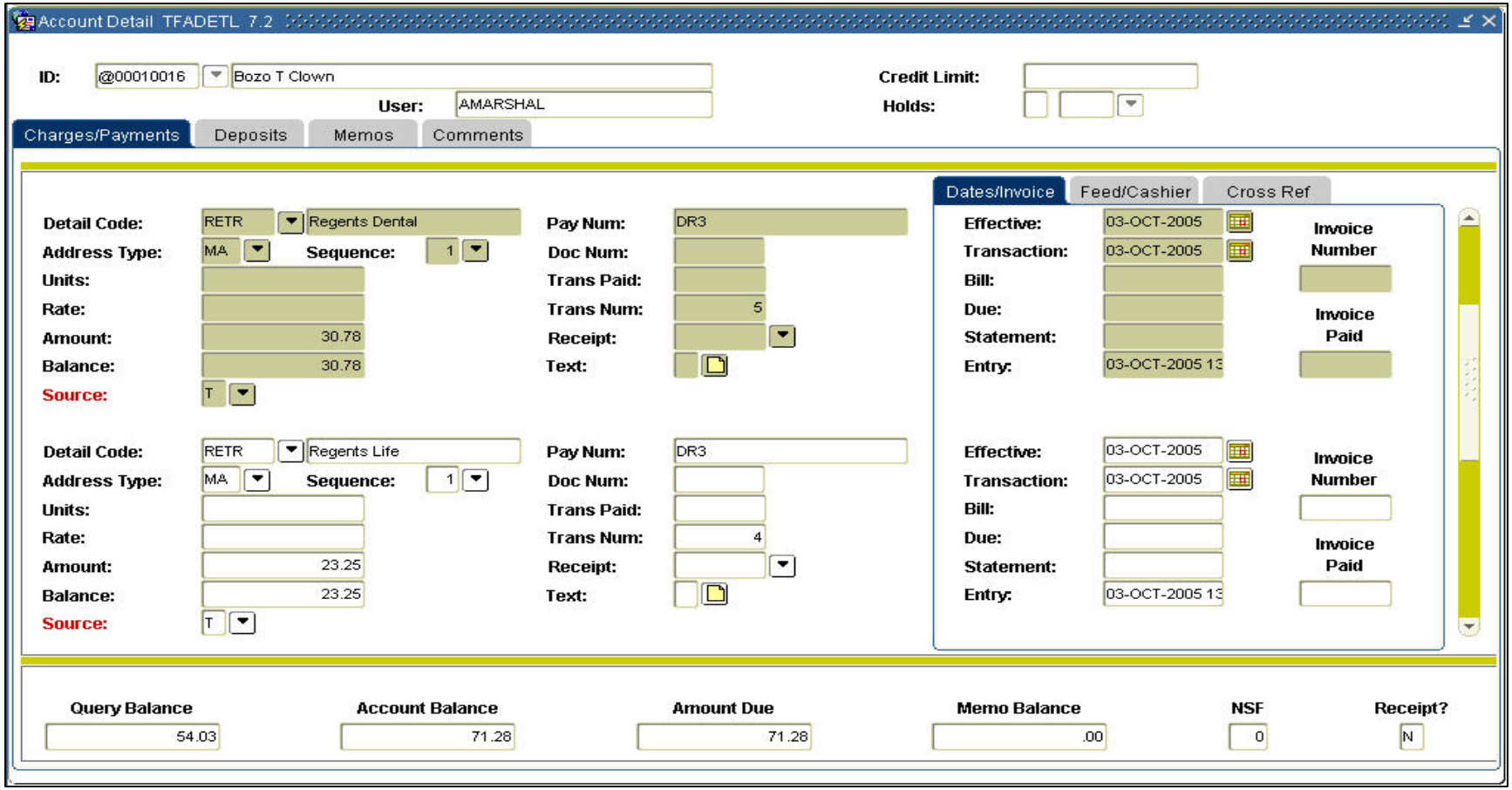
Non-Student Receivables



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OIIT Resources

- USG Banner Information
  - http://www.usg.edu/banner
- SunGard Higher Education
  - http://www.sungardhe.com/
- SunGard SCT Symposium
  - http://symposium.sct.com/cp/home/loginf

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OIIT Resources

- For Support Contact the OIIT HELPDESK
  - http://www.usg.edu/customer_services
  - Helpdesk@usg.edu
  - For urgent or production down situations, call the OIIT HELPDESK (706-583-2001; or toll free within Georgia 1-888-875-3697).

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Questions

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